USACE Accident Reporting and Recordkeeping Executive Briefing

Senior Leaders

Purpose

To provide information regarding recent changes in OSHA and USACE accident reporting and recordkeeping procedures

Overview

Why The Changes?

- Employee - Revision of OSHA Recordkeeping requirements for Federal Agencies
- Contractor - Gain consistency with OSHA private sector recordkeeping requirements
- Public Recreation Visitors – To clarify guidance and gain consistency in accident reporting between various MSCs

Federal Employees' Compensation Act

- The changes in the OSHA requirements do not diminish or modify in any way a Federal Agency's responsibility to report or record injuries and illnesses as required by the Office of Workers' Compensation Programs under the Federal Employees' Compensation Act

Impacts

- New automated Accident Reporting System implemented in ENGLink
- All employees must complete basic training on accident reporting rights and responsibilities
- Supervisors, Team Leaders, and Safety Office Personnel must learn the new accident recordability criteria and reporting procedures

Impacts (continued)

- Effective 1 Jan 2006, change from FY to calendar year reporting cycle
- Definition of recordable accident has changed for employees, contractors, and public recreation visitors
- Senior management must annually certify, sign, and post summary of accidents experienced by the employees of the establishment

Responsibilities

- Commanders are responsible for assuring that the accident reporting procedures are implemented within their Command

- All Corps employees and Corps contractors have a responsibility to report all work-related accidents to their supervisors

(continued)

Responsibilities (continued)

- If their supervisor is unavailable, they should go to someone in their chain of Command to report that they have experienced a work-related accident

- Employees, or a person acting on their behalf if they are unable to do so, must report the accident as soon as reasonably possible after the accident's occurrence

USACE Responsibility

- Establish a procedure for employees to report work-related injuries and illnesses
- Inform all employees on how he or she is to report an injury or illness

Discrimination

- USACE shall not discriminate against any employee:
  - who reports a work-related fatality, injury, or illness
  - who files a safety and health complaint, asks for access to records, or otherwise exercises any rights afforded by the OSHA Act

Privacy

- The local Command may not enter the injured or ill employee's name on the OSHA forms in the cases that involve:
  - injury or illness to an intimate body part or the reproductive system
  - an injury or illness resulting from a sexual assault
  - mental illness
  - HIV infection, hepatitis, or tuberculosis
  - needle stick injuries and cuts from sharp objects that are contaminated with another person's blood or other potentially infectious material
  - any other injury or illness where the employee requests that his or her name not be entered on the Log

(continued)

Privacy (continued)

- The local Command must first remove the names of all injured and ill employees and other personally identifying information when providing OSHA forms to those other than government representatives, employees, former employees, or authorized representatives

Copies of Records

- Upon request, the local Command must provide a copy of the injury log to any employee, former employee, personal representative, or authorized employee representative by the end of the next business day
- Upon request the local Command must provide an authorized employee representative copies of incident reports within seven calendar days as authorized by the OSHA standard
- USACE must post a summary of accidents each year

Summary of Experience

- Post OSHA 300A Summary Record of previous year's employee accident experience at each establishment from February 1st through April 30th of the subsequent year

- Contact your local Safety and Occupational Health Office if you have questions or need additional information